

POSTMASTER
GAINESVILLE POST OFFICE



Dear Post Office Box Customer:

This is to inform you that the Downtown Gainesville Post Office will cease operations, effective September 16, 2011.

Per Postal regulations, you may transfer your Post Office box service to any other Post Office in Gainesville, based on PO Box availability. However, you will be required to change your address. Please complete a new box rental application and present it at this office or your new Post Office by September 16, 2011. If you prefer to close your box, you will receive a refund for the unused portion of the box rent. Alternately, you may choose free delivery directly to your home or business. In any event, enclosed is information for changing your mailing address.

Large mailers utilizing firm pick-up of 250 pieces or more are encouraged to contact the Main Street Station to continue this service. Consideration for this service is based on ZIP Code boundaries for that area.

The closest retail window services are located at the following locations. For your convenience, Post Office boxes are available and are accessible 24-hours per day.

- **Gainesville Main Street Station**, 1401 N Main Street, Gainesville, FL 32601. Hours of operation are Monday through Friday 8:30 a.m. to 5:00 p.m., Saturday 8:30 a.m. to 10:30 a.m.
- **Gainesville University Station**, 1630 NW 1st Avenue, Gainesville, FL 32603. Hours of operation are Monday through Friday 8:00 a.m. to 5:00 p.m., and Saturday 9:00 a.m. to 4:00 p.m.
- **Gainesville General Mail Facility**, 4600 SW 34th Street, Gainesville, FL 32608. Hours of operation are Monday through Friday 8:00 a.m. to 6:00 p.m. Saturday 10:00 a.m. to 4:00 p.m.

Since the U.S. Postal Service must pay its own way (we no longer receive government subsidies for operations and have not since 1984) we often have to make difficult, and sometimes unpopular, business decisions. Slowing growth rates in most classes of mail, sharp declines in First-Class Mail and steady increases in fixed costs make this more necessary with every passing year.

We are doing our best to balance limited resources against growing demands and still preserve a good level of service for all the citizens of Gainesville. If you have any questions regarding this matter, or if we may be of further assistance, please feel free to contact our Post Office Review Coordinator, Alice Ryal at (478) 752-8778.

Sincerely,

A handwritten signature in black ink that reads 'Bill Logeson'. Below the signature, the name 'Bill Logeson' is printed in a smaller, sans-serif font.

4600 SW 34th STREET
GAINESVILLE, FL 32601-9998
(352) 334-7697